Welcome to your Advanced Clinical Year (Senior Year)! Registration for Advanced Clinical Year coursework involves:

1. Registration of Primary Care II (PRIM 4003) and Emergency Medicine (EMED 4701) Clerkships
2. Registration of a required Subinternship in either Internal Medicine (MEDI 4100) or Pediatrics (PEDS 4400)
3. Registration of Diagnostic Radiology (RADI 4550)
4. Registration of 2-weeks of an ICU experience (here or at an away institution)
5. Registration of a 4-week Research Experience Project (REP)
6. Registration of 16-weeks of Electives
7. Submission of a signed Clinical Schedule Planner

*** Please refer to the Distribution of Requirements for details about the requirements. ***

REGISTRATION OF COURSEWORK

Registration for your Advanced Clinical year will take place in two parts:

1. Registration for coursework in Spring 2020
2. Registration for coursework in Fall 2020 and Spring 2021

1. **Spring 2020** - Registration will open on February 18 – March 13, 2020 for all students who are eligible to take coursework. The available courses/sections are listed on our website here.

2. **Fall 2020** and **Spring 2021** – Registration will open on March 2-March 13, 2020 (according to time tickets – see below)
   a. **Fall 2020** - coursework taken from July – December 2020
   b. **Spring 2021** - coursework taken from January – May 2021
      (The available courses/sections for Fall 202 & Spring 2021 will be available in mid-February)

   [Click here for the calendar dates.]

All eligible students will be assigned a time ticket for the Fall 2020 semester and a different time ticket for the Spring 2021 semester. Please make sure to check both terms as the time tickets will be different.

**NEW THIS YEAR:** Please complete the Advanced Year Registration Time Ticket Preference Survey here if you would like to state a registration preference for Fall 2020 or Spring 2021.

PLEASE NOTE: Remaining Core Year Requirements
If you have any remaining Core Year requirements that have not yet been scheduled, contact Ms. Shonbrun immediately at anne.shonbrun@downstate.edu.
On-line Registration

Spring 2020 Registration

Registration will open on February 18 – March 13, 2020 for all students who are eligible to take coursework in the Spring 2020 semester. You have to be active, eligible to register and not have holds on their record which prevent registration. The available courses/sections are listed on our website here.

Fall 2020 and Spring 2021 Registration

Students who are active, eligible to register and who do not have holds on their record which prevent registration beginning March 2nd will access myDownstate “Banner Self Service” to register for Advanced Year coursework. Use your NetID and Password to log in.

On-line registration will remain available until March 13th. After this date, you will need to use an add/drop form for all add/drop transactions for the Spring 2020 and Fall 2020 semesters.

Spring 2021 on-line registration will reopen on May 4th and will remain open until September 28, 2020, after which all on-line registration will end. After this date, you will need to use an add/drop form for all add/drop transactions.

Click here for the add/drop dates

Please note: DO NOT USE INTERNET EXPLORER.
Please note: Registration begins at 8:30 pm on the first day of a time ticket and ends at 11:59 pm on the last day of a time ticket.

PLEASE NOTE: On Line Registration for Primary Care II (PRIM4003), the required Emergency Medicine Clerkship (EMED4701) and the Medicine (MEDI4100) or Pediatrics (PEDS4400) Required Subinternship ends on March 13th. All subsequent changes will require an add/drop form.

Selecting Primary Care II/Emergency Medicine/Diagnostic Radiology/Required Subinternship (MED/PEDS)

You are registering for the rotation you want NOT the site. You will be canvassed at a later date by the individual department for your site preferences.

Course Reference Numbers

It is very important to note that Course Reference Numbers (CRNs) are term specific. This means that a CRN in the spring semester can be a completely different course in the fall semester. Pay attention to the term and the course you want. Make sure to check your registration carefully. It is your responsibility to register for the correct requirements. We have marked the CRNs in “yellow” on the course listing to help identify them.

Required Subinternship in Medicine or Pediatrics

All students must register for one of the required Subinternships in Medicine or Pediatrics sometime throughout your Advanced Year (MS4). You are registering for the month you want NOT the site even though there is a default site associated with each section. The individual department will contact you directly for your site preferences.
Other Requirements

In addition to the required Primary Care II/EMED clerkships and your required SubI in Internal Medicine or Pediatrics, all students must take:

16 Weeks of Electives (see electives distribution)

- 4 weeks of Diagnostic Radiology (RADI 4550) – April is your only available month during the Sp 2020 semester. (Other months offered are July 2020, September 2020, October 2020, November 2020, February 2021, March 2021 and April 2021)
- 4 Weeks of Research Experience (REP) – More information will be available on our website closer to registration
- 2 Weeks of ICU (either here or at an away institution)

Course Catalog

The online course sections listings will be updated throughout the registration period. It is important to read the course descriptions also, which can be found within Banner Self-Service. Please note that the course catalog is subject to change without notice throughout the academic year.

You will enter the 4-digit “CRN” to register for your course. The CRN identifies the section. CRN’s are specific to a particular semester. Therefore, please make sure you are in the correct term for which you are attempting registration and have identified the correct CRN. You are responsible for registering for the correct course(s).

Clinical Schedule Planner

You will submit your completed Clinical Schedule Planner signed by your clinical assistant dean by March 13, 2020. Otherwise, your schedule may be dropped.

Other Scheduling Options

- All other registrations (i.e. research electives (other than the REP requirement), off-campus electives, tailor-made electives, etc.) are done by using the "Proposal for Extramural/Tailor-Made Elective Form." Make sure to read the instructions very carefully for getting credit for these experiences. All course registration must be completed PRIOR to starting a course. NO RETROACTIVE CREDIT WILL BE GRANTED. THERE ARE NO EXCEPTIONS.
- Changes to the required Emergency Medicine clerkship and Primary Care II after March 2nd can be made by completing a "Request for Clerkship Change Form" pending availability. Signature of the Course director is required.
- Changes to required Clerkships cannot be made on-line.

All forms can be found at http://sls.downstate.edu/registrar/forms.html

A Few Important Notes

- Spring 2020 consists of April, May and June 2020. Click here for the calendar dates.
- With prior permission, you may take your required Primary Care II required clerkship and/or your ICU requirement at an away institution. It will NOT count against the 8 week maximum for away electives.
- You are not registering for your sites unless otherwise noted (exception: Req SubI generally lists HSCB as the default site).
- When taking Away Electives, Research Electives (other than the REP) and Tailor-Made Electives you must follow instructions for receiving credit and submit the completed form and accompanying documentation at least one month prior to start date. Otherwise late fees are assessed. NO CREDIT WILL BE GRANTED IF THESE COURSES ARE NOT ON YOUR SCHEDULE BEFORE THE START DATE! There are no exceptions.
Registration for Advanced Year Courses COM 2021 Instructions

If you have questions about what to register for in the Spring 2020 semester, some suggestions are:

➢ Take April 2020 off to study and take Step 2 CK (strongly encouraged).
➢ Take required courses like Primary Care II, or the required Emergency Medicine clerkship.
➢ Take your required Subl in Internal Medicine or Pediatrics if you are going into one of those fields.
➢ Take an elective in an area of interest.

Questions?

If you have registration questions, you may:

1. Visit the Office of the Registrar. Registrar staff will review how to use myDownstate Banner Student Information System and assist you with registering for classes.
2. E-mail registrar@downstate.edu. Please be specific regarding your question(s) and the best way to reach you. Please allow 24-48 hours for a response.
3. Call us at (718) 270-4551. Please note that some issues may not be resolved immediately, and we may have to take your information and call you back.

SENIOR YEAR REGISTRATION TIMELINE

2/10/2020 Registration Time Ticket Preference Survey Deadline
2/18/2020 On-line Registration through Banner Self-Service begins for Spring 2020 semester ONLY
2/25/2020 Time Tickets Available in Banner Self-Service
3/2/2020 On-Line Registration begins for Fall 2020 and Spring 2021 semesters by time-tickets (if no holds)
3/13/2020 On-line registration ends for all terms
3/13/2020 Clinical Schedule Planner Due Signed by Clinical Advisory Dean
5/4/2020 Schedule changes (Add/Drop) for Fall 2020 and Spring 2021 begin
5/4/2020 On-line Registration for add/drop opens for Spring 2021 ONLY